PROGRAM CONTROL NUMBER (PCN) FILE CONTENT DIVIDER SHEET

PCN:	DOCUMENT NO.:	INDEX NO.

Check appropriate description of change paper:

☐ BCE	☐ DAR	☐ DIR	☐ ECP	☐ FEC	☐ PRCD	☐ TCP
☐ CBD	☐ DCN	☐ DOC	☐ ECR	☐ LTR	☐ PIRN/IRN	☐ TD
☐ CE	☐ DCP	☐ DPRS	☐ EO	☐ MOD	☐ RECP	☐ WAV
☐ CO	☐ DEV	☐ DRL	☐ EPL	☐ PCP	☐ SA	☐ OTHER

RECEIPT DESK (Filing Date)	
CHANGE STATUS AND ACCOUNTING (System Entry Date)	
REMARKS	

PCN CONTENT DIVIDER SHEET PREPARATION INSTRUCTIONS

The PCN file content divider-sheet serves as a divider between each element of change paper in the file and provides entry blocks to identify change paper and to provide a record of Receipt Desk and Change Status, and Accounting activities.

BLOCK NAME	INSTRUCTION
PCN	Enter Program/Project Control Number applicable to the change paper being inserted into PCN folder.
Document No.	Enter identification number of change paper.
Index No.	Enter the sequential number from the PCN File Content Index corresponding to this change paper. Note: A tab marked with the Index No. may also be attached to the divder sheet as a finding aid.
Identification of type of change papers	Check the item describing the change paper.
Receipt Desk	Enter current date (date the change paper is filed) in column identifying change paper.
Change Status and Accounting	Enter date information regarding when change paper is entered into the Change Status and Accounting System.
Remarks	Enter any comments or remarks for record such as the date change paper was forwarded for further action by the Receipt Desk.